



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Manager, Law Office/Paralegal**

**Class Code: 1205  
Work Days: 225**

**GENERAL PURPOSE**

Manage special education cases; perform specialized research related to cases and issues under review by the legal staff; manage the administrative operations of the legal services unit; and provide highly responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff
2. Exercises direct supervision over technical and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Manage and coordinate special education cases.
  2. Analyze legal issues and legislation perform legal research and develop legal strategy; draft legal documents; and review contracts.
  3. Draft response to complaints to various regulatory and governmental agencies on behalf of OCDE and school district clients.
  4. Conduct investigations of complaints on behalf of OCDE and school district clients.
  5. Assist General Counsel in coordination of overall law office management including the development and administration of annual budget.
  6. Identify, develop and maintain resources for use by attorneys and support staff.
  7. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
  8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  9. Plan, prioritize, assign, and review the work of staff responsible for providing legal support services; prepare work schedules for appropriate staff.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

10. Participate in planning development of operational procedures for legal services.
11. Interface with managers and administrators, faculty, students, the public, and other governmental agencies in investigating and advising on legal matters.
12. Independently manage e-discovery, public record requests, student record requests, and subpoenas.
13. Research and recommend legal references for the law library, including on-line resources.
14. Attend meetings, workshops, and seminars on behalf of the legal services unit and school district clients.
15. Demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Due process and its application in administrative law.
2. Case management procedures.
3. Legal concepts, terminology, principles, procedures, and research methods.
4. Use of legal reference material.
5. Proper investigation techniques.
6. Principles and techniques of policy analysis and development.
7. Legal office management principles.
8. Legal reference sources and materials, both on-line systems as well as traditional reference sources.
9. Legislative tracking and research.
10. Procedures, methods, and techniques of project and workflow management and organization.
11. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
12. Personal computers and various word processing, spreadsheet, database, presentation, and Internet applications, on-line legal and legislative research databases, and other software.
13. Regulatory and governmental agencies.
14. Troubleshooting techniques and system design.
15. Role of a general counsel's office.

### **Ability and Skill to:**

1. Analyze legal issues and develop legal strategy.

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**Ability and Skill to (cont.):**

2. Conduct case management.
3. Read, analyze, and interpret facts.
4. Draft and edit a variety of pleadings, memoranda, and correspondence.
5. Organize and compile documentary evidence.
6. Review legal documents and forms for completeness and conformance to applicable laws and convention.
7. Prepare digests of legal decisions and opinions.
8. Verify citations and legal references on prepared legal documents.
9. Prepare clear, concise, effective, comprehensive, legally correct, and understandable documents and communications.
10. Plan and organize work to meet critical deadlines.
11. Establish and maintain effective working relationships with various constituencies.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
13. Communicate clearly and concisely, both orally and in writing, in English.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in pre-law or related field or completion of an approved ABA paralegal program, and three years of responsible paralegal experience including one year of lead or supervisory experience.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

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## **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.

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